



Embassy of India Khartoum

Vacancy for the post of Clerks

Embassy of India, Khartoum invites applications for post of Clerks with the following eligibility:

Legal Requirement

1. Legal resident of Sudan with work permit or Sudani nationality.
2. In good mental and physical health.
3. Having bachelor's degree in any discipline (1st level university degree preferably in IT, and computer application)
4. Between 20-35 years of age at the time of appointment.

Knowledge and experience required

1. Computer hardware, Networking, Basic knowledge of CCTV system.
2. Proficiency in excel, word and power point.
3. Knowledge of basic photo & video editing.
4. English and Arabic. (reading, writing, speaking and translation)

Work Profile

1. Desk jobs, filing of papers, multiple tasks including work related to Information Technology (IT) and Hardware.
2. Liaison with Sudanese government offices and other offices.

Salary

1. Initial minimum pay will be US\$ 540/- with yearly increment of US\$ 16/-.
2. The yearly increment will increase as the service accumulates.
3. The pay scale will be US\$ 540-16-780-23-1010-30-1310.
4. Additional increments are possible depending on performance.

How to apply

Interested candidates may submit their application on the link given below;
<https://forms.gle/g84WRJc4ScWz3tpz6> (Application link will be closed on 20th September 2021)